

ITEMS TO BRING TO YOUR INTERVIEW

ALL VERIFICATION MUST BE THIRD PARTY, PLEASE USE RECOMMENDED VERIFICATIONS (OR EQUIVILANT) AS LISTED BELOW.

INCOME AND ASSETS:

- 1) **EMPLOYMENT INCOME:** *For every member of your family that works, bring the following:*
 - ✓ Written verification from employer of gross income and number of hours worked per week.
 - ✓ Verification of other types of income you expect to receive from employment such as tips, commissions, bonuses, etc.
- 2) **BENEFIT AND SUPPORT INCOME:** *If any member of the household receives any of the following income, bring written verification of the source of income and information stating the amount received.*
 - ✓ Unemployment compensation (benefit letter from agency)
 - ✓ Social Security (benefit letter from Social Security Office)
 - ✓ Supplemental Social Security (benefit letter from Social Security Office)
 - ✓ Pension (Letter stating benefits)
 - ✓ Disability Income (letter stating benefits)
 - ✓ Alimony (Documentation from Divorce Decree/Court documentation)
 - ✓ Child Support (printout of payments from child support office)
 - ✓ Welfare/Public Assistance (Verification from Caseworker)
 - ✓ Regular contributions/support from family or friends (written statement from contributor)
- 3) **AMOUNTS IN CHECKING AND SAVINGS ACCOUNTS:** *Bring bank statements for each of the accounts you have:*
 - ✓ Checking
 - ✓ Savings
 - ✓ Certificates of Deposit
 - ✓ IRA
 - ✓ KEOGH Accounts
- 4) **REAL ESTATE OWNED (OR SOLD IN LAST 2 YEARS):** *Bring information about current value of property. If you rent out property, bring address of property and information verifying income you receive, and expenses for, the property.*
- 5) **STOCKS, BOND TRUSTS, and INVESTMENTS:** *Verification must include account numbers and statement of value of investments, including any income received from investments.*
- 6) **EDUCATIONAL GRANTS, LOANS, and SCHOLARSHIPS:** *If any member of the household receives financial aid, bring verification of the total amount of assistance and purposes for which assistance is used. Provide name, address, and telephone number of institution providing educational assistance.*
- 7) **OTHER INCOME:** *Any type of income not listed above, bring name, address, and telephone number of the source of income, in addition to specifying amount of income received.*

HOUSEHOLD MEMBER INFORMATION

- 1) **AGE:** *Provide birth certificates (members under 18 yrs of age), drivers license/state ID for all adult members.*
- 2) **CHILDREN:** *Birth Certificates, custody agreements, adoption papers, or other proof that children are members of the household.*
- 3) **SOCIAL SECURITY CARDS:** *Social Security cards for each member of the household.*
- 4) **FULL TIME STUDENTS:** *Household members aged 18 or older that are full time students must provide verification of the school attended (current school schedule or letter verifying school attendance).*
- 5) **HANDICAP OR DISABILITY:** *If a member of the household is disabled or handicapped, provide information concerning any income the member receives due to this disability.*
- 6) **DISPLACEMENT:** *If you have been displaced by government action, provide verification of the situation.*

EXPENSES

- 1) **OUT OF POCKET MEDICAL EXPENSES (elderly and disabled families only):** *provide verification for all anticipated medical expenses for the next twelve months, including medical insurance premiums or amounts deducted from your income.*
- 2) **CHILD CARE EXPENSES:** *Verification of expense paid to care for children/dependents while you work or attend school, including expense paid to care for a handicapped/disabled family member while at work or school.*

OTHER VERIFICATION

- COPY OF MARRIAGE LICENSE:** *if currently married*
COPY OF DIVORCE DECREE: *if divorced*

If you have questions concerning any of the above requirements, please contact our office at (859) 261-5200